

Associated Connect[®]

Reference Guide: File Management



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Associated Connect Access

Associated Connect provides secure, single sign-on access to your business and commercial banking services through AssociatedBank.com/Business or AssociatedBank.com/Commercial.

Available Services

Once signed in, users can access a wide range of online banking functions:

Banking	Account Balances, ACH Origination Check Inquiry, Image Search, Positive Pay, Stop Payments, Transfers and Wire Transfers
Account Summary	View balances and transaction details
Cash Management	Bill Pay*, Cash Ordering, Checkview, FX Manager, Lockbox, Remote Deposit and Trade Services
Transmission and Reporting	Document Center, Export Tools and File Transfer

*Some services within the bill payment service have service charges. Please refer to the Business Fee Schedule or the applicable Checking Product Disclosure for details. (1276)

Sign-In and Security

Access to Associated Connect requires identity verification through one of two methods:

High-Risk Services	• Sign in with your username and password. • Verify identity using multi-factor authentication (MFA) with a unique access code from a mobile or physical token.
Low-Risk Services	• Sign in with your username and password. • Verify identity using a unique access code sent by text message (SMS) to your registered mobile number.

For help with tokens, see the Multi-Factor Authentication and Password Management Guide or contact Customer Care at 800-728-3501.

Associated Bank does not charge a fee to download our digital applications; however, transactional fees may apply. Carrier message and data rates may apply; check your carrier's plan for details. Visit AssociatedBank.com/disclosures for Terms and Conditions for your service. (1406)

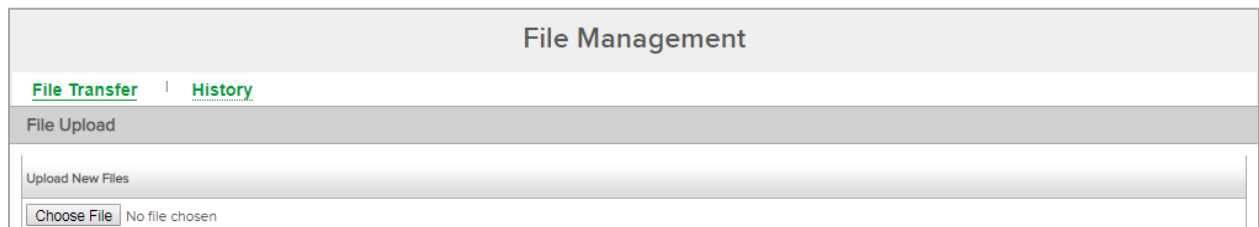
File Management

File Transfer

File transfer allows you to upload and download files to and from Associated Bank.

File Upload

To upload a file to Associated Bank, select the file(s) you are looking to upload from your desktop by selecting **Choose File**.



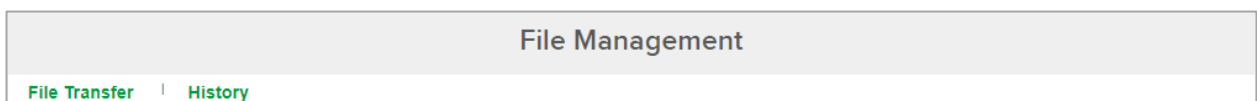
The screenshot shows the 'File Management' header with two tabs: 'File Transfer' (active) and 'History'. Below the tabs is a 'File Upload' section. Inside this section, there is a sub-header 'Upload New Files' and a button labeled 'Choose File' next to the text 'No file chosen'.

Once your file(s) has been validated, select **Upload** and your file(s) will upload. Select **Clear** to remove the file(s).



This screenshot shows the 'File Upload' section in more detail. It includes the 'Upload New Files' sub-header, the 'Choose File' button, and the 'No file chosen' text. At the bottom right of the section, there are two buttons: 'Upload' and 'Clear'.

Your file transfer history will be shown in the history tab in File Management.



The screenshot shows the 'File Management' header with two tabs: 'File Transfer' and 'History' (active).

If you would like to specify a date range for the file history, select the appropriate range from the date range drop down.

File Management

[File Transfer](#)
[History](#)

File Transfer History

Date range: Custom

06/08/2019

To

07/08/2019

Apply Filters

Show Filters

No File Transfer

Yesterday
 30 Days
 60 Days
 6 Months
 1 Year
 Custom

If you select custom, you can define your start and end date by using the calendar function.

File Management

[File Transfer](#)
[History](#)

File Transfer History

Date range: Custom

06/08/2019

<< <

July 2019

>> >>

Apply Filters

Show Filters

No File Transfer Items Found

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

File Download

If you have files available for download, those can be viewed in the file download section of File Management. From here, you can select which file(s) you would like to download. If you do not have any file(s) to download, no file(s) will be shown.

File Download

File Type: All Files

You have no files to download.